



IN REPLY  
REFER TO

CAHS

DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 20  
FT. BELVOIR, VIRGINIA 22060-4322

S: January 15, 1999

NOV 29

MEMORANDUM FOR DEFENSE LOGISTICS SUPPORT COMMAND CIVILIAN  
PERSONNEL OFFICERS  
COMMANDER, DEFENSE CONTRACT MANAGEMENT  
COMMAND  
DIRECTOR, HUMAN RESOURCES, DLA ADMINISTRATIVE  
SUPPORT CENTER  
DIRECTOR, HUMAN RESOURCES OPERATIONS CENTER

SUBJECT: Annual Report on Federal Employee Assistance Programs (EAPs)

By memorandum dated October 19, 1999, subject: Elimination of Annual Report on Federal Employee Assistance Programs, the U.S. Office of Personnel Management (OPM) announced that submission of subject report to OPM was no longer required. A copy of this announcement is provided as Attachment 1. DLA activities will not, therefore, be required to complete and submit OPM Form 1210, Federal EAP Annual Report for FY 1999.

Although the OPM report is no longer required, we must still ensure that the requirements of Public Laws 91-616, The Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970, and 92-255, The Drug Abuse Office and Treatment Act of 1972, are being met and that EAP services are being provided to all employees. To achieve this end, this Headquarters must still obtain a certain minimal amount of data on activity EAPs. In lieu of OPM Form 1210, DLA activities are requested to provide a short report in the format provided at Attachment 2. Reports may be submitted to CAHS either directly or via Major Subordinate Command, at MSC discretion. Reports should be submitted to reach CAH no later than January 15, 1999. If desired, reports may be submitted by fax to DSN 427-6441 or (703) 767-6441 or by email to: [gaynor\\_sorrell@hq.dla.mil](mailto:gaynor_sorrell@hq.dla.mil).

Questions regarding EAP reporting requirements may be directed to Ms. Gaynor E. Sorrell at DSN 427-64 14 or (703) 767-64 14.

100-200 101 0-100-0

PAMELA M. CREEK  
Executive Director  
Human Resources

Attachments

cc:  
Civilian Personnel Officers  
DLSC-B

Federal Acquisition Regulation





United States  
**Office of  
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

**19 1999**

Your Reference:

MEMORANDUM TO EMPLOYEE ASSISTANCE PROGRAM ADMINISTRATORS

FROM: MARY P. TYLER, Ph.D. *Mary P. Tyler*  
TEAM LEADER  
EMPLOYEE HEALTH SERVICES BRANCH

SUBJECT Elimination of Annual Report on Federal Employee  
Assistance Programs (EAPs)

Section 3003 of the Federal Reports Elimination and Sunset Act of 1995 (Public Law 104-66, 109 Stat. 734) provides that most statutory requirements for "annual, semiannual, or other regular periodic" reports by Federal agencies to the Congress "shall cease to be effective" as of December 21, 1999. One of the reports subject to this "sunset" provision is the report we send to Congress each year on Federal employee substance abuse. In compiling this report, we use the data agencies submit to us on their Employee Assistance Program (EAP) activities (OPM Form 1210). As a result, we **are no longer requiring** agencies to submit these reports.

We are in the process of exploring several options on how we will continue to assess the effectiveness of the Governmentwide Employee Assistance Program. One possibility is that we might establish an interagency working group on Federal Employee Assistance Programs which would meet on a regular basis, similar to our Working Group on Workplace Violence. Another possibility is that we might ask agencies to submit an abbreviated version of our annual report, asking only for minimal program information, and possibly only every two or three years.

Even though our reporting requirement is no longer in effect, we encourage all agencies to continue reviewing their EAP activities on a regular basis to make certain that the programs remain strong and effective. We will keep you and your EAP staff informed as we move forward on our plans for the future.

If we can be of any assistance to you, or if you have any questions about this, please contact Frank Cavanaugh of our Employee Health Services Branch on (202) 606-1166. You may also email him at [ftcavana@opm.gov](mailto:ftcavana@opm.gov).

DLA Employee Assistance Program Report  
For FY 1999

- I. Reporting Activity:.,
2. EAP Coordinator:
3. Telephone Number:
4. E-mail Address:
  
5. Total number of DLA employees covered by this report:
6. Total cost of EAP services:
7. If services are provided under contract, name of contractor company:
  
8. Total number of cases seen during the fiscal year:
  9. Number of alcohol-related cases: *Cases may be reported under more*
  10. Number of drug-related cases: *than one category.*
  11. Number of work-related cases (if data is available):
  12. Number of family-related cases (if data is available):
  
13. Number of supervisory referrals: *The answers to questions 12 and 13 should*
14. Number of self-referrals: *add up to the answer in question 8.*
  
14. Program highlights (optional): *Anything you would like to tell us about your EAP, especially effective programs or promotions which other activities might wish to adopt.*